

Minutes of the Board of Water Commissioners' Meeting

Monday, January 21, 2013

Present: Commissioners G. Van De Kreeke, M. Heinz, and J. Trueblood, Superintendent. Commissioner Haen was excused.

The meeting was called to order by G. Van De Kreeke, President, at 4:01 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Heinz, seconded by Commissioner Van De Kreeke, that the minutes of the December 17, 2012 meeting be approved as presented. Motion carried unanimously.

Financial Reports

Financial reports for November were reviewed and some discussion ensued on tax figures, which were primarily showing the accrual of the payment in lieu of taxes (PILOT). Motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz, to accept the reports as presented. Motion carried unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that December pumpage was up 1% from last year. Operations staff had installed the dura hoist fall protection device, rebuilt a solenoid valve on the generator, replaced intake chemical panel, maintained west basin floc drive, replaced circuit boards on high lift pump #2, repaired various heaters, and other work. The Commissioners accepted the report as presented.

Construction Maintenance Department Report

Superintendent reported the crew had repaired three water main breaks in December, along with other winter work including maintenance of fire hydrants, replacement of a diesel fuel tank on truck #7, line tracing and survey work, various work including valve installation on Eisner Avenue, repair of service holes, and other. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

None

New Business

Business to be presented by Commissioners

None

Other New Business

Discuss and ask Board approval for engineering services related to design of a 12" water main on Indiana Avenue near the Sheboygan River and Taylor Drive

Superintendent presented proposals for design of 4,600' of 12" water main to serve areas west of Taylor Drive and north of Indiana Avenue and 600' of water main to serve areas south of Indiana Avenue at that location. This includes two borings under the Sheboygan River. After review, superintendent and engineering staff found the proposals to be responsive. Donohue & Associates provided a cost estimate of \$39,670 including a survey contingency of \$1,500. AECOM provided a cost estimate of \$32,100.

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Commissioner Heinz made a motion, seconded by Commissioner Van De Kreeke, to approve AECOM's proposal contingent on the City finalizing a property transaction that is currently under negotiation. The motion passed unanimously. If the City chooses to have their design work completed under the AECOM proposal, they would pay a prorated amount based on the length of water main relative to the overall project length.

Discuss insurance company response to recent claim submitted for residence at S. 15th Street near Wilson Ave

Superintendent reviewed the claim on behalf of the Masterson's that had been referred to the Board by the Common Council. The Utility's insurance carrier, Selective Insurance, had reviewed the claim and recommended disallowance. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz to recommend, to Council, that the claim be disallowed. Motion passed unanimously.

Discuss and ask Board approval for purchase of meter equipment

Superintendent reviewed proposals for the purchase of integral Orion units as specified on requisition 3532 (300 M25 disc meter with Orion integral) at a total cost of \$57,670.20 and as specified on requisition 3531 (8 M40-1" disc meter with Orion integral, 300 M25 disc meter(1/2") with Orion integral, 300 M25 disc meter (3/4") with Orion integral) at a total cost of \$90,680.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposals at a total cost of \$148,350.20. Motion passed unanimously.

Inform Board of customer complaint involving late fee

Superintendent presented information related to the account for Harbor Center condos. The secretary/treasurer of the condo association had submitted a complaint with the WI Public Service Commission (PSC) related to a late fee. The determination of Mr. Peter Wong, at PSC, was that the late fee was properly applied and should not be waived. Commissioner Van De Kreeke noted that the local Utility has no leeway in reducing properly applied late fees. Commissioner Heinz stated that one way to avoid late fees is for the customer to utilize an electronic payment option. Superintendent stated that it did not appear that the customer will comply with the PSC determination.

Discuss and ask Board approval of SCADA proposal for filter backwash replacement

Superintendent presented a proposal from Energenecs for filter backwash supply improvements (controls) that included process information and control work, programmable logic controllers, plant communications, and process I/O listing that had been included in the project manual for the filter backwash project. The total proposed cost is \$32,230.00. Utility staff reviewed the proposal and also requested that Donohue & Associates review it. Donohue provided a written response indicating the cost is reasonable and conforms to project requirements. Commissioner Heinz discussed several issues and then made a motion to accept the proposal. Commissioner Van De Kreeke seconded the motion, which passed unanimously.

Discuss and ask Board approval of wash tank replacement bid

Superintendent presented bid results for a proposed 400,000 or 500,000 gallon replacement wash tank, including demolition of existing tank. DN Tanks bid \$1,149,400 and \$1,244,200 respectively: Preload bid \$1,357,000 and \$1,460,000 respectively. After discussion, Commissioner Van De Kreeke, made a motion to accept DN Tank's proposal for a 500,000 gallon tank at \$1,244,200. Commissioner Heinz seconded the motion, which passed unanimously.

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Discuss and ask Board approval of lighting upgrades to higher efficiency bulb and ballasting

Superintendent presented a proposal from EcoManity to upgrade the Utility office and garage lighting from outdated T8 technology to T12, as recommended by Alliant Energy. The estimated annual operating costs, due to improved efficiency, would be reduced from \$3,114 to \$885. The simple payback period was estimated at 4.7 years, but superintendent pointed out that EcoManity was waiting on rebate incentives from Focus on Energy, which would likely reduce the payback period. The total cost proposal was at \$10,997.35, before incentives. Superintendent pointed out that two units in the office had been installed for demonstration. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposal contingent on final incentives being applied from Focus on Energy. Motion passed unanimously.

Discuss and ask Board approval of replacement server and software

Superintendent presented a proposal from the Utility's IT provider, Patheon, for a replacement database server and software. The server is a supermicro unit with 2.13 GHZ, 8MB cache Intel processor. The unit includes 12 GB of ECC registered memory and other equipment. The software includes 20 user Microsoft 2008 Server R2 standard. The total hardware and software cost is \$3,925. Commissioner Van De Kreeke asked if labor was included; superintendent stated it was not. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to accept the proposal. The motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz, that gross payroll for January of \$145,808.01 and general vouchers of \$102,465.42 be allowed and approved. Motion passed unanimously.

Personnel

Discuss vacancies and org chart

Superintendent reviewed the Utility's current org chart with the commissioners. There was discussion on the accountant position and supervisory duties overall at the Utility.

Other Matters

None.

February Board Meeting

The Commissioners were unable to determine the meeting date for February but will do so later.

With no further business, the meeting adjourned at 6:13 PM on a motion by Commissioner Van De Kreeke, seconded by Commissioner Heinz. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary